



# DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

<b>SUBJECT</b> <b>CENTRALIZATION OF DEPARTMENT POLICIES AND PROCEDURES</b>	<b>POLICY NO.</b> <b>300.1</b>	<b>EFFECTIVE DATE</b> <b>11/01/01</b>	<b>PAGE</b> <b>1 of 4</b>
<b>APPROVED BY:</b> <b>Original signed by:</b> <b>MARVIN J. SOUTHARD</b> Director	<b>SUPERSEDES</b> <b>08/01/01</b>	<b>ORIGINAL ISSUE DATE</b> <b>12/12/88</b>	<b>DISTRIBUTION LEVEL(S)</b> <b>2</b>

## PURPOSE

- 1.1 To provide a centralized, uniform system for Department-wide review, approval, distribution, maintenance and periodic updates of Department of Mental Health (DMH) policies and procedures.

## POLICY

- 2.1 The DMH Policy Manual is the principal means of communication of Departmental policy to managers, supervisors and employees, as well as to contractors of the Department.
- 2.2 The DMH Policy Manual is organized as follows:

	<u>Policy Numbers</u>
Program Operations	100-199
Clinical Operations	200-299
General Administration/Community Relations	300-399
Financial Services	400-499
HIPAA	500-599
Personnel/Payroll	600-699
Equipment and Supplies	800-899

- 2.3 Policy Distribution Levels

Level 1	DMH Staff Only
Level 2	DMH Staff and Contractors

- 2.4 The Policy Review Committee (PRC), under the jurisdiction of the Chief Deputy Director's Office (CDDO), is responsible for the coordination of all matters relating to the DMH Policy Manual and the policies contained therein. This includes centralized review, approval by the Director, Department-wide distribution and periodic update processes.

The PRC will be chaired by the Chief Deputy Director or designee. Members will include senior managers (or their designees) from various organizational units of the Department, including, but not restricted to the following: Deputy Directors; Comprehensive Care Operations; Bureau of Standards, Practices and Conduct; Human Resources; Finance; Public Guardian; Patient's



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Rights; Office of Consumer Affairs; Chief Information Office; Office of the Medical Director; and the Health and Safety Officer. Support staff may include administrative, clinical, program and clerical assistance, as appropriate.

- 2.5 The CDDO shall maintain a log of all new and revised policies under review.
- 2.6 The CDDO shall maintain the master current edition of the DMH Policy Manual in both hard and digital form.
- 2.7 Holders of the current edition of the DMH Policy Manual shall include, but are not limited to: Director, Chief Deputy Director, Medical Director, Assistant Directors, Assistant Medical Directors, Deputy Directors, Finance Specialist, District Chiefs, Program Heads, Personnel Officer, the Head of Employee Relations, Clinic Managers and designated DMH Policy Liaisons.
- 2.8 Each holder of the DMH Policy Manual shall be responsible for updating and maintaining a current edition of the Manual (digital or hard copy).
- 2.9 Responsible managers shall ensure that copies of the Department's Policies and Procedures are made available for employees to review, as needed.
- 2.10 Subsidiary manuals may be maintained by individual DMH organizational units. These manuals are for the purpose of providing specialized and/or technically detailed procedures, forms, or other attachments primarily for use by the staff within the unit. Policies appropriate for the DMH Policy Manual may make reference to the subsidiary manual for greater technical and procedural detail. The master subsidiary manual must be maintained in the subsidiary unit and, when possible, a current digital edition should be available on the intranet.
- 2.11 All new and revised policies must include a review date, which may be from one (1) to five (5) years, after which automatic review shall occur in the PRC.
- 2.12 Review and revision of clinical policies shall be the responsibility of the Clinical Policy Committee (CPC). All clinical policies shall remain valid for a period not to exceed five (5) years. If clinical policies are in the process of revision, but are not completed before the end of the fifth year, an extension may be granted by the PRC.
- 2.13 Bureau/Division managers should review all relevant policies at frequent intervals to ensure the information remains current and applicable.

### **PROCEDURE**



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- 3.1 Proposed DMH policies/revisions shall be submitted to the manager of the Division or Bureau in which they were developed.
- 3.2 The preparation of new/revised policies should include the following components:
  - 3.2.1 Completion of appropriate detail as required by each Subject Heading:

<b>PURPOSE:</b>	State the intent of the policy. If an existing DMH policy is to be revised, a brief statement should be included as to the reason for the revision.
<b>POLICY:</b>	State the action taken which is stipulated by the policy.
<b>DEFINITION: (Optional)</b>	To define terminology used in the context of the policy.
<b>PROCEDURE:</b>	State the steps necessary to operationalize the policy and any other information which would add to the implementation process.
<b>AUTHORITY:</b>	State the basis for the policy. This may include legislation, Board of Supervisors' Orders, statutes, codes, State DMH letters, mandates or other administrative directives.
<b>REVIEW DATE:</b>	Indicate the date by which the policy must be reviewed and, if necessary, updated.
- 3.3 After a new or revised policy has been reviewed and approved by the manager, a draft of the policy, along with a description of need and a request for approval, shall be forwarded to the PRC.
  - 3.3.1 The PRC will regularly review draft policies and related documents submitted by managers. The PRC may forward the draft policy to specific individuals or groups appropriate to the subject matter for comment within a defined period.
  - 3.3.2 Taking into account comments submitted via Section 3.3.1, the PRC may, within a defined period, act in one of the following ways:
    - 3.3.2.1 Return the draft policy without approval to the submitting manager with an explanation for its decision.



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- 3.3.2.2 Return the draft policy with revisions to submitting manager for approval.
- 3.3.3 Upon receipt of approval from the submitting manager, the PRC may approve the draft policy, with or without revisions, and prepare it for signature by the Director.
- 3.3.4 Upon approval and signature by the Director, the CDDO staff will prepare a policy change notice and issue the new/revised policy. In addition, the new/revised policy will be posted on the intranet.
- 3.3.5 CDDO staff will prepare and issue a Revised Table of Contents reflecting the new/revised policy.
- 3.4 All draft policies and/or questions regarding DMH policy format, review, approval, distribution or filing should be referred to the Office of the Chief Deputy Director.

### **AUTHORITY**

Directive from the Director of Mental Health  
State Department of Mental Health Program Review Recommendation, 1986

### **REVIEW DATE**

This policy shall be reviewed no later than November 1, 2006.